

July 2002

Attendees and Area Announcements listed after minutes.

General Environmental Health Topics

Billet Summary

Kelly Taylor asked for comments on the Environmental Health Officer Billet Utilization Summary and Guideline that had originally been sent out by Tom Crow. There was a brief discussion on what this document would be used for. Kelly commented that at the recent Associate Directors meeting in Albuquerque, Paul McSherry had asked Facilities, SFC, and EHS to provide a listing of all positions with recommended billet ratings. Kelly wanted to get the EHS Directors' comments on the Guidelines and assign Civil Service ratings for each position before it was sent to McSherry. Once completed, the Area Personnel offices can use this document for standardized billets and assure the correct billets are assigned.

Kelly asked that comments be sent to her once this document has been read, especially Attachments 3 & 4, which are the Billet Scoring Guidelines, Environmental Health Officer and Environmental Health Specialist Standard Billets. The fact that the data from the previous survey of current positions and ratings is no longer current, makes no difference in the final document. McSherry is not interested in that part of the document.

Loan Repayment Program

Allan Dellapenna gave an update on the Loan Repayment Program. He said the Environmental Health funding is under "Other" and competes with several disciplines for funds. He gave a summary of the program: There are three funding cycles each year – applicants can be pulled from applications on file, so an individual could be funded in another cycle; the Loan Repayment Program is a good retention/recruiting tool; the criteria for rating/ranking is outdated and needs to be updated; EH had two people funded last year.

Information on the Loan Repayment Program is available on the IHS website.

Head Start

Darren Buchanan reported all areas except one (Navajo) have submitted their data for the end of the year report. There were some problems with data from two areas, (Aberdeen and Albuquerque), which were corrected. Darren will send an email to these two Areas describing the problem. Kelly will contact Navajo to discuss what is needed from them.

Injury Prevention Topics

Injury Prevention Reimbursement

Kelly said she sent her last reimbursement request to Finance and that she would send an email to the EHS Directors, OEHE Associates, and Area Specialists detailing how much they would be receiving and for what the reimbursements were. From now on, Alan will be sending the Injury Prevention reimbursements.

Alan said that an email had been sent to the Areas on guidance for reimbursements for the Injury Prevention Fellows. Kelly sent a list of COSTEP related reimbursements for all the Areas to Bruce Chelikowsky.

Kelly said that everyone should have received information on the Head Start money. She asked if anyone had received their money yet. California, Alaska and Albuquerque responded they have received theirs.

Vacancy Table

Kelly reminded Areas to keep the vacancy list updated. Alan said new EHO applications are being scanned into PDF files and are being kept on a public drive in HQ. We can email these applications to an Area that is interested in reviewing the application. The vacancy postings are at www.dehs.ihs.gov.

Participants and Area Announcements

Aberdeen: Dave Compton. Dave reported they have a fantastic group of COSTEPs this summer. In August they will be sponsoring a playground safety program.

Albuquerque: Jerry Lee. A vacancy for a District Environmental Health Officer/ Injury Prevention position will be announced soon.

Anchorage: Tom Coolidge, Mark Kelty. Mark reported there is a vacancy at Bethel for a Field Environmental Health Specialist 02/03.

Bemidji: Diana Kuklinski. Casey Crump will report to Rhinelander. There is a vacancy for a District Office Sanitarian and Red Lake has a Tribal Sanitarian vacancy. The Tribe would need to be contacted for this position.

Billings: John Holland. Still busy with the state emergency preparedness activities.

California: Paul Young.

Nashville: Not on call.

Navajo: Ken Secord was on the call, but nobody could hear him.

Oklahoma: Kevin Meeks. Kevin reported that Danny Walters was selected for the position at Shawnee and will be reporting July 26. Chris Buchanan has been selected for the Lawton position and will be reporting in September. Oklahoma has two COSTEPs this summer – they are both doing very good jobs. They will both be graduating in December – if anyone is interested, contact Kevin and he will put them in touch with the COSTEPs.

Phoenix: Kenny Hicks.

Portland: Not on call.

Tucson: Mark Pike. A panel has been requested for the Casa Grande position.

Environmental Health Support Center: Bobby Villines. The 2003 EHSC calendar is now on the web site, which is www.opheng.ihs.gov.

Rockville: Kelly Taylor, Darren Buchanan, Alan Dellapenna, Merritt Lake.

Next Call

August 1, 2002, 12:00 Eastern Time, conference call numbers are the same for each call:

Dial in Number: **1-888-323-7711** (for all calls)

*Pass Code: **90841** (for all calls)